

City of Chattanooga, TN
Personnel Class Specification

Class code 0182

FLSA: Exempt

CLASSIFICATION TITLE: RISK MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the City's risk management program and services. Duties include, but are not limited to: supervising staff in the overall implementation of risk management programs; consulting with legal and other departments regarding insurance programs; assuring implementation of chosen methods to address risk exposures; developing and monitoring the division budget; and performing other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Plans and distributes tasks and duties to assigned staff; trains staff to perform critical divisional functions; answers questions and provides guidance and support to staff when necessary.

Identifies risk exposures that the City may confront; applies expertise and risk management knowledge to recommend appropriate action; determines methods to avoid, retain, and/or transfer risk.

Assures implementation of chosen methods to address risk exposures; monitors methods regularly to determine any deficiencies; makes suggestions for changes when necessary.

Consults with legal, purchasing and other appropriate divisions and departments regarding insurance programs; brainstorms to determine appropriate actions to take; provides input and makes suggestions as required.

Develops requests for proposals for various insurance products and/or services; receives responding proposals; analyzes and evaluates programs and makes recommendations for selected vendor; contracts with vendors as selected.

Develops annual budget for assigned division; monitors expenses to ensure compliance with budgetary guidelines and estimated expenditures; discusses operational assessments with supervisor; makes adjustments to budget as required to maintain successful operation of department.

Establishes departmental policies and procedures; maintains staff compliance with guidelines and policies; makes adjustments to policies when required.

Assists supervisor in the presentation of new benefits, loss control processes, program status to City officials, and other areas as assigned; conducts special projects as requested by supervisor.

Assures benefits information is current and effectively communicated to employees; answers questions and provides information as required.

Composes and/or prepares various correspondence, letters, reports, memoranda and other documents as required; reviews for accuracy; submits for approval and/or signature when required; maintains copies for departmental use and reference.

Communicates service problems to insurance vendors; achieves effective and expeditious resolutions to problems.

Acts as liaison with TOSHA and voluntary safety compliance program; communicates information to staff and other employees as necessary.

Analyzes other public entity programs; compares programs to current City programs; seeks divisional operational improvements through program comparisons.

Attends training courses, seminars, conferences and other classes to increase professional competence; keeps apprised of changes in legislation, new risk management programs, and other areas to improve City programs and ensure compliance.

Serves on various committees and boards as required; provides input and professional expertise where needed.

Listens and responds to member concerns; greets visitors and answers incoming telephone calls; provides information and answers calls as received.

Retrieves information from departmental databases; maintains confidentiality and integrity of all information and data.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, with emphasis in personnel management, or closely related field required; supplemented by three (3) to five (5) years previous experience and/or training that includes risk management, personnel-

related issues, or related area; any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.